


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: June 19, 2012

TO: The Honorable City Council
c/o City Clerk, Room 395, City Hall
Attention: Honorable Bill Rosendahl, Chair, Transportation Committee

FROM: Jaime de la Vega, General Manager
Department of Transportation 

SUBJECT: **PARKING ENFORCEMENT EXCEPTIONS**

SUMMARY

This report presents the administrative procedures the Los Angeles Department of Transportation (LADOT) will use to process requests from the City Council and Mayor to not enforce certain parking restrictions in the Los Angeles Municipal Code, as previously approved by the City Council.

RECOMMENDATION

RECEIVE AND FILE

DISCUSSION

The administrative procedures are attached (Attachment A) and the online request form (Attachment B). Any updates to the procedures will be communicated.

As noted previously, only parking laws established by the City Council and Mayor and identified in CG 12-0197 or subsequent City Council action are eligible under this program. The City of Los Angeles has no authority to waive state parking laws codified in the California Vehicle Code (CVC).

BACKGROUND

The City Council approved CF 12-0197 on February 29, 2012 authorizing LADOT not to enforce certain categories of parking laws in the LAMC when requested in writing by a Councilmember or the Mayor.

The City Council action also directed LADOT to establish and report back to the Transportation Committee with the proposed administrative procedures.

JTV: AST

Attachments

ATTACHMENT A

PARKING ENFORCEMENT EXCEPTION ADMINISTRATIVE PROCEDURES

Background

1. **Authorized Requestors** – Only the City Councilmember, Mayor, and their respective chiefs of staff are authorized to request parking enforcement exceptions except as noted below. Additional authorized staff may be added by sending written notice via e-mail to parkingexceptions@lacity.org

2. **Eligible Enforcement Exceptions** – The following types of parking restrictions contained in the LAMC may be waived:
 - A. Expired meters – on-street and/or off-street parking
 - B. Time limit restrictions (e.g. “2 Hour Parking”)
 - C. Time of day restrictions (e.g. “No Parking 10 am – 12 pm”)
 - D. Preferential parking district
 - E. Overnight parking district
 - F. Oversize parking district
 - G. Passenger or school bus loading zones (white curb)
 - H. No parking – street cleaning

3. **Ineligible Enforcement Exceptions** – No other LAMC parking regulations will be waived unless directed by the City Council in the future. No CVC parking laws will be waived ever unless directed by an authorized state official. In particular the following parking regulations are ineligible for an exception:
 - A. Red zones, including bus zones
 - B. Alleys
 - C. Sidewalks
 - D. Handicapped zones (also known as blue zones)
 - E. “No Parking Anytime” zones (including “Tow Away” zones)
 - F. “No Stopping Anytime” zones
 - G. All temporary “No Stopping” or “No Parking” zones

Request Process

1. **Format** – LADOT has developed an on-line form (**Attachment B**) to submit requests electronically. Access to the form will only be granted to the authorized requestors, and must be accessed through the city's network with a valid city's e-mail address.
2. **Lead time** – LADOT strongly encourages requests be submitted at least 3 business days before the effective date of the parking exception. This will facilitate operational implementation. Parking exceptions will be communicated to LADOT traffic officers during roll call each day. Of course, LADOT will honor and process emergency requests. However, constituents may inadvertently receive citations if the request is received after roll call. In this case, a formal adjudication process will be required (see below).
3. **Form** – The electronic form will request the following information:
 - A. Requestor's name and title
 - B. Exception date
 - C. Exception time
 - D. Exceptions requested (from eligible enforcement exceptions)
 - E. Purpose (special event, funeral, etc.)
 - F. Geographic boundaries
 - G. Street name(s)
 - H. Side(s) of street
 - I. Beginning and ending points
4. **Submittal** – The request will be submitted electronically by tapping the "submit" button on the form.
5. **Approval** – The request will be deemed approved upon receipt by LADOT unless later withdrawn in writing by an authorized requestor. An automatic confirmation will appear on screen after the request is submitted, and a copy of the request will be sent to the requestor's city e-mail account.
6. **Implementation** – The request will be sent automatically to all supervisors (chief, deputy chief, captains, lieutenants, and sergeants in the Parking Enforcement & Traffic Control Group), who will in turn ensure that the instructions are communicated to LADOT traffic officers.
7. **Adjudication** – In the event a citation is issued in error, it will be administratively dismissed. The recipient will be required to call LADOT Parking Violations Bureau (PVB at (866) 561-9742 and provide the citation number. If the citation in question was issued on a day, time, and location with a valid exception, it will be dismissed without further action. The reason for the dismissal will be noted for record keeping and auditing purposes.

LADOT PARKING EXCEPTION REQUEST

Thank you for coordinating your parking exception request through LADOT. LADOT strongly encourages requests be submitted at least 3 business days before the effective date of the parking exception. We will honor and process emergency requests. The request will be deemed approved upon receipt by LADOT unless later withdrawn in writing by an authorized requestor.

Your username (anita.tang@lacity.org) will be recorded when you submit this form. Not **anita.tang**? [Sign out](#)

* Required

Purpose of Request *

Date(s) of Event *

Example: Sunday, July 1, 2012

Time(s) of the Event *

Example: 9AM to 6PM

Location(s) -- Please include all of the following information: *

Beginning and Ending Points, Side of the Street (N/S for "North Side" and B/S for "Both Sides", etc.), Street Name & Type (AVE., ST., DR., BLVD., ETC.)

Restriction(s) to be Exempted *

Off-Street Meter Coin Deposit

- On Street Meter-Coin Deposit
- Overnight Parking District
- Oversize Parking District
- Passenger or School Bus Loading Zones (White Curb)
- Preferential Parking District
- Street Cleaning
- Time Limit Restrictions (e.g. "2 Hour Parking")
- Time of Day Restrictions (e.g. "No Parking 10am - 12pm")

Submitted By: *

Your First and Last Name

Council District *

Title *

Your Job Title

Requestor *

Name of Individual/Organization which This Request is Submitted on Behalf of:

Address *

Address of the Requestor

Phone Number *

Phone Number of the Requestor

Email *

Email Address of the Requestor

FRIENDLY REMINDER:

No other LAMC parking regulations will be waived unless directed by the City Council in the

LADOT PARKING EXCEPTION REQUEST

future. No CVC parking laws will be waived unless directed by an authorized state official. In particular the following parking regulations are ineligible for an exception:

Red Zones (including Bus Zones); Alleys; Sidewalks; Handicapped Zones (Blue Zones); "No Parking Anytime" Zones (including "Tow Away" Zones); "No Stopping Anytime" Zones; "and ALL Temporary "No Stopping" or "No Parking" Zones.

In the event a citation is issued in error, it will be administratively dismissed. The recipient will be required to call LADOT Parking Violations Bureau (PVB) at (866) 561-9742 and contest the citation. If the citation in question was issued on a day, time, and location with a valid exception, it will be dismissed without further action.

** Should you have any questions in regards to a Parking Exception Request, please contact LADOT @ 213-972-8470 and request to speak with the Captain of the Enforcement District.

Send me a copy of my responses.

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